



EXAMINATION DIVISION

GUIDELINES FOR SIXTEENTH CONVOCATION

All the eligible students are invited for attending convocation in person. They are advised to take note of the following important instructions for necessary information and compliance:

Prior Intimation: The students as per list notified on the University Website, who wish their Degrees (in case of Ph.D. Scholars)/ Certificate of Merit and Gold Medal (in case of Gold Medalists) to be conferred "in person" are required to submit **Consent Letter** as per Annexure- "A" (in case of Ph.D. Scholars)/ Annexure- "B" (in case of Gold Medalists) and Admit Card Performa as per Annexure-"C" (**Two copies**) duly verified by the Dean/Director/Principal of the University School of Studies/ Affiliated Institute and college concerned latest by **29th February , 2024 (Thursday) (04:00 p.m.)** in the office of Controller of Examinations, Examination Division, Room No. 123, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka New Delhi- 110078 positively, students who has already submitted need not required to submit again, failing which the Degree/Certificate of Merit and Gold Medal would be conferred "**in-absentia**".

Admit Card: The Admit Card will be issued on receipt of consent from the students. **Students without proper 'Admit Card' will NOT be allowed to attend Rehearsal and Convocation.**


Rehearsal: For orderly conduct of Convocation, a rehearsal will be conducted in 'Auditorium' on **04th March, 2024** for which students must report at **10:00 am** in the University. **All the Ph.D. Scholars and Gold Medalists must attend this rehearsal, failing which they would not be allowed to attend the Convocation.** The students will attend the rehearsal and occupy their allotted seats strictly as per "Seats Allocation".

Reporting for Convocation: Convocation will be held in 'Auditorium' on **05th March (Tuesday), 2024** for which students must report at the respective "**Attendance Counter**" established in the University on **05th March, 2024 at 09:00 a.m.** and get their seat number in the 'Auditorium' allotted.

Convocation Angvastra: All the students will **Compulsorily** wear Angvastra, which will be available on purchase from the "Angvastra Counters" established in the University on **05th March 2024 at 09:00 a.m.** The Angvastra can be purchased for Rs. 250/- only per person.

General Instructions:

- **Student should preferably wear formal Indian traditional dress.**
- Only the recipient students accompanied with their parent/spouse (Only one person) are allowed entry.
- Students are requested not to bring any brief case, bag, camera, mobile phone, any electronic gadgets, matchbox, water bottle and eatables inside the University. Students are advised to make their own arrangements for safe custody of their belongings as the University will find it difficult to arrange the same.
- Due to security reasons in the University Campus, vehicles would not be allowed inside the University Campus.


(Prof. Gulshan Kumar)
Controller of Examinations

Letter of Consent from Invitees for the Sixteenth Convocation

To,

The Controller of Examinations,
Guru Gobind Singh Indraprastha University,
Sector- 16C, Dwarka,
New Delhi- 110078

Sir,

I wish to participate in the 16th Convocation scheduled to be held on 05th March 2024 (Tuesday) and collect my **Ph.D Degree** 'in person'.

Signature: _____

Date: _____

Name: _____

Enrollment No: _____

Name of the University School of Studies/Centre/Affiliated Institute/College and Address

Letter of Consent from Invitees for the Sixteenth Convocation

To,

The Controller of Examinations,
Guru Gobind Singh Indraprastha University,
Sector- 16C, Dwarka,
New Delhi- 110078

Sir,

I wish to participate in the 16th Convocation scheduled to be held on 05th March 2024 (Tuesday) and collect my ***Certificate of Merit and Gold Medal*** 'in person'.

Signature: _____

Date: _____

Name: _____

Enrollment No: _____

Name of the University School of Studies/Centre/Affiliated Institute/College and Address



ADMIT CARD FOR 16TH CONVOCATION

Enrollment No.: _____ Programme: _____

Name of Student (In Capital Letters): _____

Name of Institute: _____

Father's Name: _____

Address: _____

Affix Passport Size
Photo Here

Photograph of Student

(Signature of Student)

(Head of School/Inst./College)

(Controller of Examinations)